

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



December 27, 2017

To All Interested Consultants

Project : Oak Leaf Trail – Bender Park Connector
Project No.: P529-17624
Subject : REQUEST FOR PROPOSAL (R.F.P.) – Bridge Design

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to complete planning and design for two new bike trail bridges over the Oak Creek in the City of Oak Creek, Wisconsin. See Attachment 1 - location map.

I. BACKGROUND

Milwaukee County Parks has obtained a WisDOT TAP grant for the design and construction of a new segment of Oak Leaf Trail (OLT). The proposed OLT improvements will be located in the southeastern corner of Milwaukee County in the City of Oak Creek. The north terminus of the proposed trail will be located at the point where an existing segment of OLT intersects Drexel Avenue 1,000' east of Clement Avenue. The proposed segment will extend southeasterly from that point approximately 3 miles to the intersection of a WE Energies right of way with 5th Avenue, just east of Chicago Road (STH 32). At that point, the trail would continue on road along 5th Avenue and Old Ryan Road to the entrance to Milwaukee County's Bender Park. The vast majority of the length of trail will be located within a former railroad corridor that is now a WE Energies utility corridor. The trail will be 10' wide and constructed of asphalt pavement over compacted stone base.

Milwaukee County will be preparing the trail improvement plans. The County is seeking a bridge design consultant to assistance with design of two 12' wide ped/bike trail bridges over the Oak Creek. The County has prepared a preliminary trail alignment and profile including the proposed bridge locations (see attached preliminary alignment and profile). The first bridge, approximately 600 feet north of Forest Hill Ave., is proposed at 70' in length. The second bridge is located approximately 250' north of Puetz Road and is proposed at 120' in length. The bridges are expected to be prefabricated steel truss bridges. Final bridge profiles, lengths and alignments will be determined in conjunction with the trail designer.

II. GENERAL PROJECT DESCRIPTION

A consultant will be hired to complete preliminary and final design of the two trail bridges. The consultant shall evaluate the possibility of reusing the existing railroad bridge abutment and pier for the proposed bridge directly north of Puetz Road as a cost savings measure. Concepts for the bridges shall be presented to the County for review. All wetland delineation, municipal flood plain coordination, geotechnical, hydrologic and hydraulic analysis necessary for design and permitting shall be provided by the consultant. Topographic survey and Oak Creek cross sections will be provided by the County as coordinated by the consultant.

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The design of the bridges will follow the current guidelines for the Sponsor's Guide to Non-Traditional Transportation Project Implementation, Wisconsin Bicycle Facility Design Handbook, appropriate sections of the WisDOT Facilities Development Manual (FDM) and WisDOT Bridge Manual.

Design shall incorporate into the project, to the best extent possible, environmentally sensitive green infrastructure elements.

The consultant shall structure their proposal on the basis of the schedule outlined in this request for proposal.

III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type A) (copy can be found on the County web site).

1. GENERAL REQUIREMENTS

- A. Perform geotechnical analysis as necessary.
- B. Perform hydrologic and hydraulic analysis as necessary for agency approval. The design shall have no impact on the 100-year recurrence interval storm event.
- C. Provide agency and utility coordination for all plan reviews and permits (City of Oak Creek, MMSD, USACE, WDNR, etc.) required for the bridges as necessary. Investigate, develop and incorporate into the planning and construction documents all mitigation efforts necessary to address all agency concerns. The WisDOT/WDNR cooperative agreement doesn't apply to this project. Contact is directly with the WDNR.
- D. Provide WDNR assured wetland delineation.
- E. Provide bridge plan review coordination with DAAR and WisDOT and electronic structure plan submittals to WisDOT at all required intervals – preliminary and final.
- F. The preliminary bridge plans will be 11" x 17" plan sheets. County drawing border will be provided. (The final bridge plans and specifications will be combined with the trail plans for bidding as one project.)
- G. Coordinate design effort with County trail designer.
- H. Submit electronic copies of various reports, specifications, construction plans and estimates for review and comments at each level of project development.

2. BASIC SERVICES – PLANNING AND SCHEMATIC DESIGN

- A. Complete schematic design plans and associated construction cost estimate for appropriate bridge solutions.
- B. Hold a design review meeting with the County and possibly other invited agencies.

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PHONE NUMBER: Architecture & Engineering 278-4861

FAX NUMBER: Architecture & Engineering 223-1366

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- C. Attend one (1) Public Information Meeting in this phase.
- D. Consultant shall not proceed to final design until schematic design is approved by the County.

3. BASIC SERVICES - DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENT PREPARATION

- A. Complete final design and construction documents.
- B. Complete technical specification for inclusion in the project manual. Complete technical specifications in CSI format.
- C. Complete final pre-bid engineer's probable construction cost estimate. Consultant shall prepare unit price schedule of prices for incorporation into bid form with trail improvement bid items.
- D. Prepare and submit all agency permit applications associated with bridge construction.

4. BIDDING AND CONSTRUCTION OVER SIGHT

- A. Answer contractor questions and provide narrative language and drawings for Addendum(s) during bidding phase.
- B. Construction oversight is not included in this agreement. A separate agreement will be considered prior to the start of construction for shop drawing review, etc.

5. QUALITY CONTROL

- A. The County will track, categorize and identify reasons for changes to the bid documents during construction. It is expected that the quality control procedures as practiced by the consultants will result in minimal changes due to contract document omissions, errors, and coordination problems.
- B. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the bidding documents prepared by the consultant.

6. PROJECT TIMETABLE

1. Jan 3, 2018	Request for Proposal (RFP) advertised and posted on County website
2. Jan 11, 2018	Pre-proposal Meeting
3. Jan 22, 2018	RFP due
4. Feb 2, 2018	Selection Committee reviews proposals and selects consultant
5. Feb 16, 2018	Project award (will occur no sooner than this date).
6. Mar 13, 2018	Offer, negotiate and execute a contract with selected consultant
7. Mar 13, 2018 to Oct 13, 2018	Planning and design
8. Jan 17, 2020	Bid project
9. Mar, 2020 to June 2021	Construction

7. PRE-PROPOSAL MEETING

The pre-proposal meeting is scheduled at Milwaukee County Architecture, Engineering & Environmental Services Office, 10th Floor, 633 W. Wisconsin Avenue, Milwaukee, WI, at 10:00 A.M.

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on January 11, 2018.

IV. RELATED WORK BY OTHERS

1. The County will provide the field topographic and creek cross section survey information as needed and requested by the Consultant. The County will provided the survey in AutoCAD format.
2. The County will contract Diggers for mark out of existing utilities. Utilities will be included on the survey.
3. The County will provide erosion control planning and design for all aspects of the project, and file all necessary agency notices, such as WDNR Notice of Intent, etc., if applicable.
4. The County will prepare the boiler plate sections of the project specifications and assemble the Project Manual, which will include the consultant provided technical specifications.

V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (see Attachment 3) and the following information:

- A. Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. Table of Contents:** Include an identification of the material by section and page number.
- C. Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. Organization's Experience:** Include a list of similar projects that the organization has participated in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with sustainable design, green buildings, or related work.
- E. Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
- F. Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- G. Project Approach:** Provide a description of architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff

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the project to efficiently complete the work effort.

- H. **Scheduling:** Base proposal on schedule provided in this RFP.
- I. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- J. **DBE Firm Goals:** The Disadvantaged Business Enterprise participation goal for this project/contract is *Discretionary*.

To be considered for the project, you must submit a *Subcontractor/Supplier Information Sheet* (DBE-02) with your Bid/Proposal listing all subcontractors. Additionally, the award of this Contract is conditioned upon your good faith efforts in achieving the project's DBE goal, and you must document those efforts by submitting with your Bid/Proposal one of the following:

1. A signed and notarized *Commitment to Contract with DBE* (DBE-14) form, one for each of the DBE firms included to meet or exceed the DBE goal;
2. A *Certificate of Good Faith Efforts* (DBE-01) form and all relevant documentation, including a signed and notarized *Commitment to Contract with DBE* (DBE-14) form for each DBE, documenting the participation achieved toward satisfying the goal.

DBE-14 form(s) must identify (1) the DBE firm by name and address, (2) the scope of work/service(s) to be provided, (3) the dollar amount of such work, and (4) the percentage. The form is first completed and signed by the Prime, then forwarded to the DBE subcontractor for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form will be considered non-responsive. Community Business Development Partners (CBDP) is entitled to reject your Bid/Proposal for improperly completed forms.

A necessary step in the good faith efforts process is contacting CBDP at 414-278-4851 or cbdpcompliance@milwaukeecountywi.gov for assistance in identifying DBEs and understanding the County's DBE Program procedures. The official directory of eligible DBE firms can be accessed through the following link:

<http://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County's Disadvantaged Business Enterprise (DBE) Program, in compliance with County Ordinance and Federal Regulation. CBDP submits routine reports to the County Board, the Federal Aviation Administration (FAA), the Federal Transportation Administration (FTA), and the Federal Highway Administration (FHWA) for County and Federal spend; establishes participation goals, and monitors contracts for compliance with project specifications and applicable legislation. Reporting is accomplished from collection of data in the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors. Subcontractors will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payment policy were complied with. There is no cost to the Prime or any subcontractor, the only requirement is to become a registered user and complete the one hour webinar training. CBDP will enter the initial contract into the system, and the Prime will enter all subcontractors, including both DBE and non-DBE firms.

The Disadvantaged Business Enterprise (DBE) Utilization Specifications and forms to be used are included in the Consultant Agreement found on the County website. Contact the Community MILWAUKEE COUNTY-CITY CAMPUS • 633 W. WISCONSIN AVENUE, SUITE 1000 • MILWAUKEE, WI 53203

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Business Development Partners Office at 414-278-4747 or cbdp@milwaukeecountywi.gov for questions related to DBE requirements.

- K. Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
- L. Fee Proposal:** The fee for this project shall be clearly stated as a lump sum not-to-exceed fee for the basic services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. The fee proposal will need to follow the WisDOT spreadsheet format for breaking down the fees.

VI. CONSULTANT SELECTION

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The proposal evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the proposals, Milwaukee County may decide to conduct interviews of a short-list of consultants, however, interviews are not anticipated for this project. The interviews, if held, will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation.

The project manager will post this RFP, as well as any pre proposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

<http://county.milwaukee.gov/ConstructionBidsandR23075.htm>

The consultant should consider information on this website to be part of the official RFP. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal due date.

VII. GENERAL REQUIREMENTS

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform with all attached documents. All proposals should use this RFP and MILWAUKEE COUNTY-CITY CAMPUS • 633 W. WISCONSIN AVENUE, SUITE 1000 • MILWAUKEE, WI 53203

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its attachments as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretation, clarification or additional information will be given.

5. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Please return five (5) copies of your proposal no later than **1 P.M. on January 22, 2018** to Karl Stave, Project Manager, 633 W. Wisconsin Avenue, Suite 1006, Milwaukee, Wisconsin, 53203 (Telephone (414) 278-4863, FAX (414) 223-1366; email karl.stave@milwaukeecountywi.gov).

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,



Karl Stave
Project Manager

Attachments:

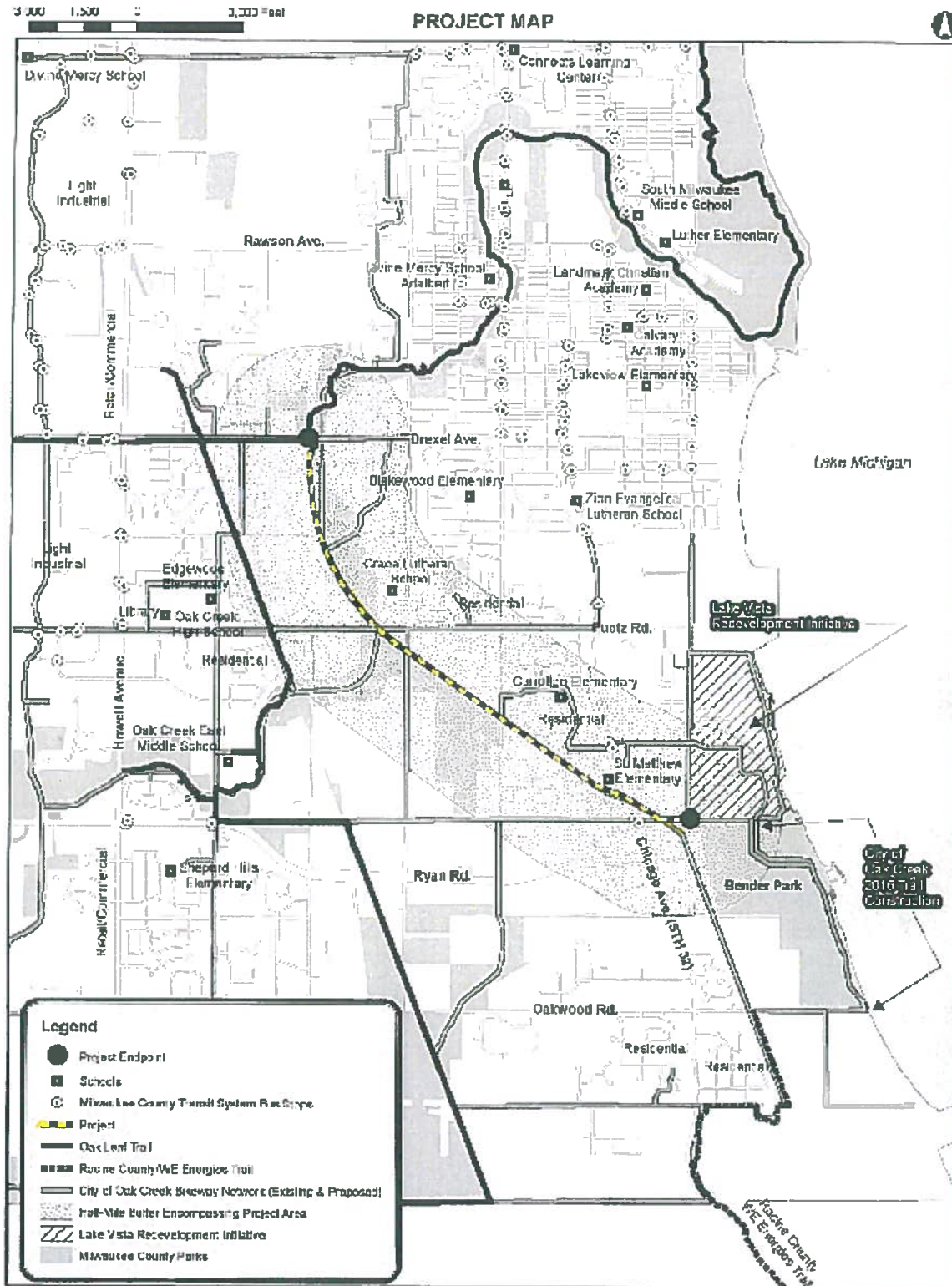
- 1) Project Location Map (1 page)
- 2) Proposal Preparation, Submission and Evaluation (5 pages)
- 3) Consultant Proposal Form (1 page)
- 4) Site picture Bridge location Station 31+11 (1 page)
- 5) Preliminary Trail Alignment and Profile at Bridge – Station 31+11 (1 page)
- 6) Site picture Bridge location Station 66+15 (1 page)
- 7) Preliminary Trail Alignment and Profile at Bridge – Station 66+15 (1 page)
- 8) Consultant Agreement (on County website)

cc: G. High, DAS-FM T. Gripenot, Parks
K. Dunne, DAS-FM K Stave, DAS-FM B. Engel, CDBP

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ATTACHMENT 1

PROJECT LOCATION MAP



ATTACHMENT 2

**PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES**

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;

- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification required in RFP;
- E. If the offeror is a partnership of joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

Following a list of general criteria which will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name

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- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

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TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSE S	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE

ATTACHMENT 3
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Oak Leaf Trail – Bender Park Connector
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CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

A. "LUMP SUM" fee for planning, design, contract documents and bidding services: \$
(_____)

II. BASIC SERVICES (Include services of all needed subconsultants)

A. "ACTUAL COST -NOT TO EXCEED" fee for construction
over sight services: \$
(Not included in this Agreement)

III. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 10% will be required.

Firm Name

Authorized Signature

Title

Date



ATTACHMENT 4

SITE PICTURE - BRIDGE STATION 31+11
(Looking South)



ATTACHMENT 6

SITE PICTURE - BRIDGE STATION 66+15
(Looking North from Puetz Road)

